

3 AUG 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : FY 1975 Position Reductions

REFERENCE : DD/M&S 73-3005 dtd 27 July 1973;  
Same Subject

1. In response to referent memorandum, the Office of Finance has carefully considered reductions of functions or services in terms of impact on the integrity of the current Agency financial control system. In this context we were able to identify only one service which might be discontinued in the interest of M&S position reductions. We believe, however, that discontinuation of this service would be counter-productive in terms of overall Agency staffing and productivity.

2. The elimination of the centralized travel claim computation and certification service provided by the Central Travel Branch at Headquarters Building could result in a reduction of 9 positions with an annual dollar cost of \$84,000. The computation service currently provided by this Branch could be assumed by travellers' components, and the audit and certification functions transferred to those components staffed with certifying officers or to the Certification and Liaison Division at Key Building. The reduction of M&S positions might be partially offset by increases in the staffs of M&S components (such as Communications and Security) which are staffed with certifying officers and which would assume responsibility for preparation, audit and certification of component travel claims.

3. Other opportunities for position reductions within the Office of Finance may present themselves as the various modules of the automated Financial

E2 IMPDET  
CL BY 006567

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Management System become operational, but we are presently unable to specify these positions or identify the time frame.

4. With regard to position reductions which might be available to other offices, we invite your attention to the Report on the Status of Detailed Personnel prepared by the Office of Personnel as of 1 July 1973 (Tab A). This report identifies sixty Agency employees detailed to other agencies of whom four are M&S careerists with combined annual salaries of \$54,255. We suggest that consideration be given to transfer of these positions to the beneficiary agencies, or to requesting the beneficiary agencies to establish positions to accommodate these personnel who could then be dropped from the M&S ceiling.

25X1A




Thomas B. Yale  
Director of Finance

Attachment  
As Stated

Distribution:

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OF/RM  da (3 Aug 73)

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DD/M&S 73-3005

27 JUL 1973

rec'd  
8/2/73  
12:30 pm

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Joint Computer Support  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Planning, Programming & Budgeting  
Director of Security  
Director of Training  
Commanding Officer, [REDACTED]

25X1A

SUBJECT : FY 1975 Position Allocations

1. As mentioned in the morning meeting Thursday, we are required to reduce this Directorate in FY 1975 by [REDACTED] positions below the current tentative FY 1975 authorization. 25X9  
We are now informed that the Director wants to have the reductions allocated to individual components in the OMB budget to be submitted in September. This means that we must have final allocations for each Office before 24 August.

2. I am convinced that we cannot accomplish a reduction of this magnitude by further "belt tightening" or "salami slicing". We must identify functions or services which might be given up and assess the impact of their sacrifice. I suggest you list in order of priority services and functions which might be considered for elimination or transfer to another agency of the Government showing the positions and dollars to be saved and present that list to this Office by 3 August 1973 for consideration by the DD/M&S at the earliest possible moment after his return. You need not limit your suggestions to functions and services performed by your own Offices.

25X1A

[REDACTED]  
Robert S. Wattles  
Acting Deputy Director  
for  
Management and Services

SUBJECT TO GENERAL DECLASSIFICATION SCHEDULE  
OF E. O. 11652, AUTOMATICALLY DECLASSIFIED AT  
10 YEAR INTERVALS AND EARLIER

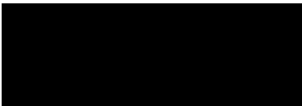
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*Summary*

	<u>Pos</u>	<u>Amount</u>	(Performance Salaries plus benefits)
Central Grovel Branch	15	175,420	

Distressing (Hdgrs)	2	47,458	"
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STATINTL

 Systems Branch	<u>5</u>	<u>117,066</u>	"
Total	<u><u>22</u></u>	<u><u>\$339,944</u></u>	

8/2/73

STATINTL

Central Travel Sv.

1 GS-12

1 GS-11

1 GS-5

1 GS-3

1 GS-8

1 GS-7

3 GS-6

1 GS-8

1 GS-7

3 GS-6

1 GS-5

15

GS-11/5

GS-11/6

GS-5/7

GS-3/2

GS-8/7

GS-7/1

GS-6/10

GS-5/10

GS-6/9

GS-7/5

GS-6/10

GS-6/2

GS-5/10

GS-5/8

GS-5/3

15,860

16,326

9,236 ✓

6,330 ✓

12,634

9,520

11,146 ✓

10,007

10,860 ✓

10,788

11,146 ✓

8,858 ✓

11,146 ✓

9,493 ✓

8,208 ✓

161,380

Benefits 1087

14,040

175,420

8/10/73

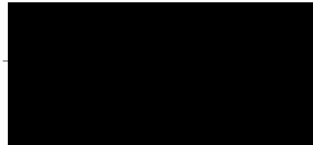
STATINTL

Disbursing/Hrs.

1 GS-13

1 GS-12

2



GS-13/7

GS-12/7

#

23,642

20,018

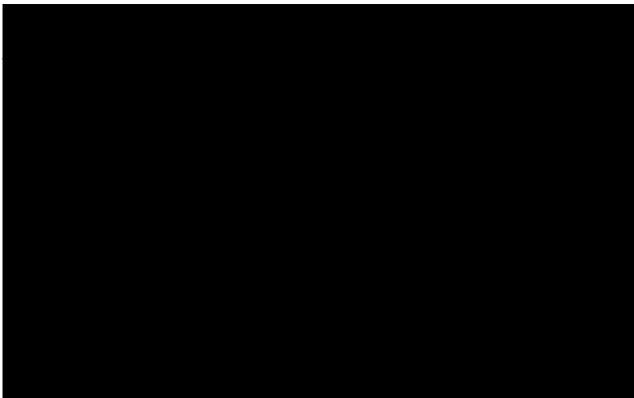
43,660

3,798

47,458

Benefits .087

STATINTL



GS-13/4

GS-13/10

GS-12/2

GS-13/7

GS-9/1

24,589

25,613

17,238

23,642

11,614

107,696

Benefits .087

9,370

117,066

8/2/73